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ABSTRACT

This guide argues that cataloging rules for all materials, both book and nonbook, should be based on the same principles so that all catalog records can be in one file. The guidance in this book applies to collections that are directly accessible to the public where archival conservation plays little role. It is written for libraries that intershelve part or all of their collections and are interested in learning of additional storage devices and for library staff who are concerned about the proper care, handling, and storage of nonbook materials. Part 1 focuses on introducing intershelving into the library with attention to the needs of staff, patrons, the materials themselves, and general storage considerations. Part 2 deals with specifics of storage of media for greater access. A general bibliography is included. (Contains 76 references.) (SLD)

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